

February 22, 2013

To: Executive Board

Subject: **Transportation Development Act (TDA) Triennial Performance Review**

Recommendation

Receive and file a report on Foothill Transit's recent Transportation Development Act (TDA) Triennial Performance Review.

Analysis

Foothill Transit receives TDA funding from the state Local Transportation Fund (LTF) each year. In Los Angeles County these funds, which can be used for capital or operating purposes, are distributed according to the Formula Allocation Procedure (FAP) to those transit operators who are classified as Included Operators under the FAP allocation process. Foothill Transit's Business Plan projects that the organization will receive \$17.25 million in TDA funding in Fiscal Year 2013.

The California Department of Transportation (Caltrans) requires that each recipient of TDA funds undergo a review, on a triennial basis, of their public transit program. That review of Foothill Transit's program covering the period from July 1, 2009 through June 30, 2012 was conducted on-site at Foothill Transit's administrative offices on November 28, 2012 and at the Arcadia operations and maintenance facility on December 6, 2012.

Members of the administrative team were interviewed to assure the review team that the organization's transit program is being managed in accordance with TDA funding guidelines. In addition, a desk review was conducted by the review team of documents submitted to the review team prior to their site visit.

The TDA Triennial Performance Review includes the following five elements:

- Compliance requirements;
- Follow-up of prior report recommendations;
- Analysis of program data reporting;
- Performance review; and
- Functional review

On February 4, 2013 the Administrative Draft Report was issued. The report indicates that there are no compliance findings in Foothill Transit's transit program. The review team submitted one functional recommendation that Foothill Transit "Improve the level of consistency of performance data reported within the National Transit Database

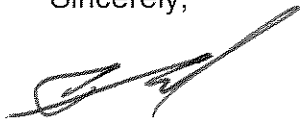
(NTD), Transit Performance Measurement (TPM), and Transit Operators Financial Transaction (TOR) Reports”.

A cross-functional team consisting of members of the Finance, Planning, Information Technology and Customer Service and Operations teams has been formed to identify and implement processes to ensure the recommended consistency of reporting. These administrative processes will be implemented immediately.

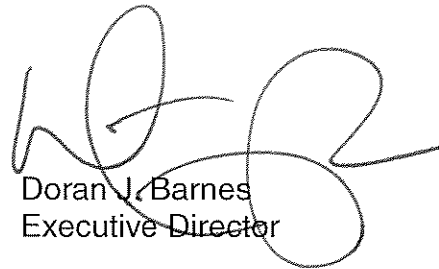
Budget Impact

This is an informational item only. There is no budget impact.

Sincerely,



Kevin McDonald
Deputy Executive Director



Doran J. Barnes
Executive Director